



# Getting Started in STASS Web

or

“Okay, I got in . . . Now what?”



# Objectives

**Upon completion of this lesson, you'll be able to:**

1. State the basic areas of **STASS**.
2. Discuss the main types of information found in each area of **STASS**.
3. Perform a simple **STASS** query.

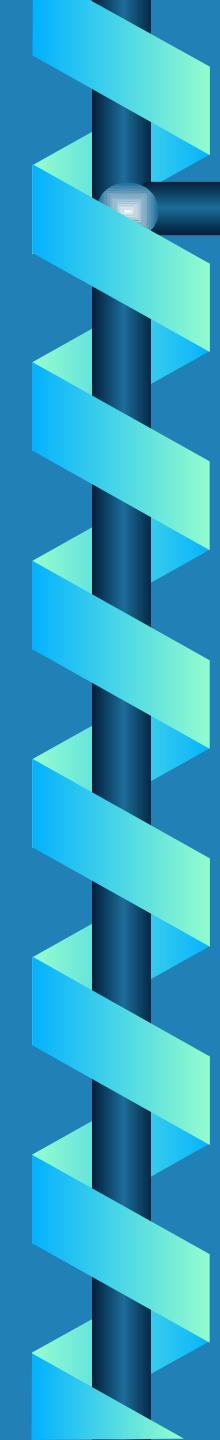
# Getting Started

**You should have already completed the following simple steps:**

1. Installed the software needed to use STASS Web, either from the internet or a CD.
2. Requested and obtained a User ID and Password from STASS Management. Training is required before a Password and User ID is issued.

If you have not completed either of the above steps or require assistance, please contact STASS Management:

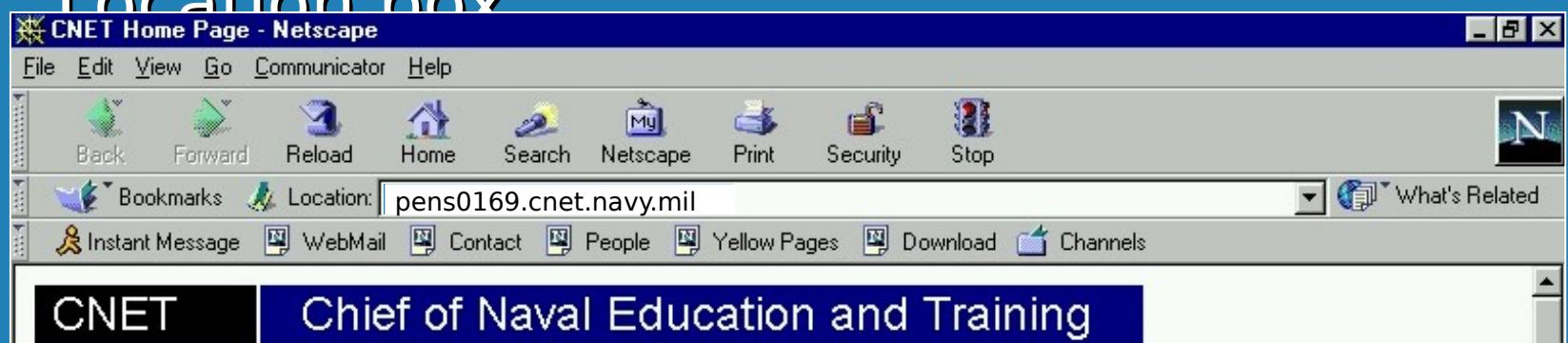
For Step 1, DSN: 922-1001 ext. 1203 or Comm (850) 452-1001 ext. 1203      For Step 2, DSN: 922-1001 ext. 1207/1315 or Comm (850) 452-1001 ext. 1207/1315



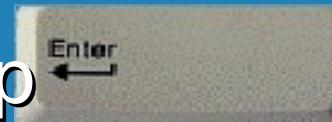
*Okay, you're  
ready...*

**Let's Go!!!**

First,  
Open your Netscape Internet  
Browser,  
Then,  
type “pens0169.cnet.navy.mil” in the  
Location box



And tap



on your



Bookmarks



Location:

[http://pens0169.cnet.navy.mil/stass/main.action?v\\_loc=home](http://pens0169.cnet.navy.mil/stass/main.action?v_loc=home)

What's Related

Instant Message



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# STASS Online

Standard Training Activity Support System

24th March 2000, 03:01pm

[Home](#)[Downloads](#)[Documentation](#)[Events](#)[Admin](#)[Support](#)[Privacy & Security Notice](#)

## Click Here

[First Time?](#)

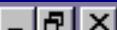
Check this out if you are a first time user

[STASS Menu](#)

If you are an instructor/administrator at a school house needing to perform STASS daily functions you need to access the STASS Menu

Download the NEW STASS HELP files updated 10-06-99

You are visitor number: **15556**  
Copyright NETPDTC 1998



Bookmarks

Location: http://pens0169.cnet.navy.mil/stass-jcart

What's Related

Instant Message

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Channels



# STASS Online

Standard Training Activity Support System

Please wait while the Forms Client class files download and run.  
This may take a while if you are dialing in with a slow connection...

Logon

Username:	<input type="text" value="iamauuser"/>
Password:	<input type="password" value="*****"/>
Database:	<input type="text" value="***&lt;br/&gt;penu7661"/>

**Connect** **Cancel**

**Click  
“Connect”**

Type in your User ID, Password, and Database information (provided by STASS Management). Use the tab key to advance to the next field. Pressing enter will cause an error message to display and you'll have to start over.

# Standard Training Activity Support System

## Voila!

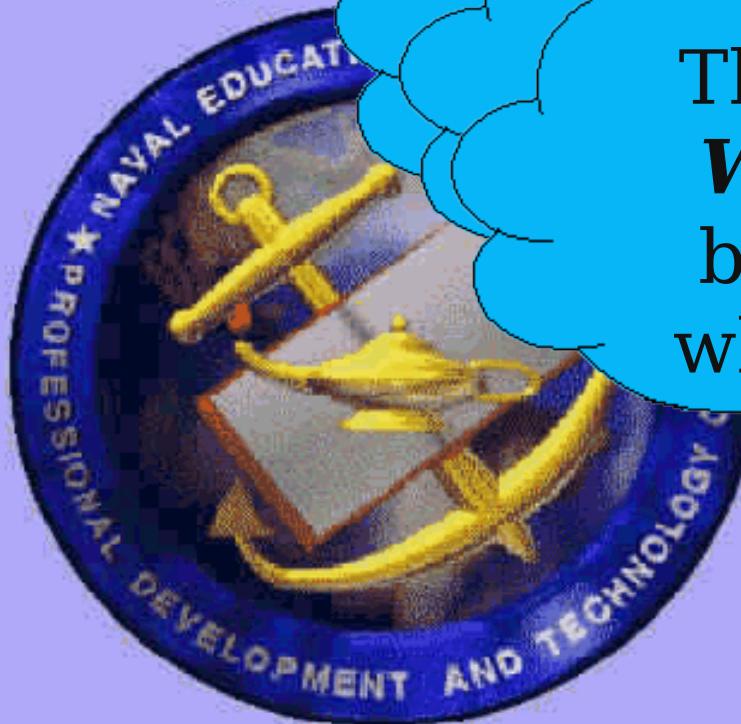


## You're in STASS Web!

[WHATS NEW](#)[Exit](#)

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

*Standard Training Area*



Training  
Area

Then click the  
**What's New**  
button to see  
what has been  
added.

WHATS NEW

Exit

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Find %

Date Modified	Form Name	Whats New
2000-03-06 083402	PRS0410R	CORRECTED REPORT TO PULL DATA ASSOCIATED WITH A RMAT
2000-03-06 083402	PRS0570R	CC TRACKING RPT ADDED UIC OPTIONS TO SELECT FROM
2000-03-06 083109	PERS0981	PO LABELS ADDED WORKCENTER AND LOV TO LAST NAME
2000-02-07 104046	PERS0025	person maint. gen data - cleared out next uic field when primary uic is updated to the sma
2000-02-07 104046	PRS0510R	PROSPECTIVE GAINS REPORT ADDED " RDC'S"
2000-01-24 151952	ALL	The New PEM Help Files have been released.
2000-01-21 103329	ALL	Users must reboot their PCs regularly to pick up any transparent setup changes!
1999-12-21 095019	ALL	New Web Site! Find-A-Fact now available @ <a href="http://wwwnt.cnet.navy.mil/stu_htm/findafact.I">http://wwwnt.cnet.navy.mil/stu_htm/findafact.I</a>
1999-12-20 140200	PRS2700R	PRS2700R - NEW LEAVE REPORT... pers release provides processing details
1999-11-30 082733	CSM0060	ISS answer sheet will no longer be an option on this form after 30 Sept. 1999. The Red :
1999-11-09 090207	PRS2740R	NEW CHOP CHAIN SUMMARY REPORT TO SUPPORT THE INSTR EVAL CHOP CHAIN F
1999-11-03 091803	CSM0095	New form that is designed to Mass Delete Grades. A check box is used to determine wh
1999-11-01 082950	CSM0380R	LOV now displays classes with a convene date in descending order. Classes that have i
1999-10-29 093636	CSM0320R	Statement has been added to the top portion of the report to print dates student is assign
1999-10-28 124334	CSM0360R	New Administrative Report-Course Average. This report is used to determine students w
1999-10-28 124212	CSM0210	NonSTASS answer key program will only allow responses A-J.
1999-10-28 124135	CSM0060	ISS answer sheet is now obsolete. STASS will no longer accept this answer sheet.

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The first line displays the subsystems while the second line displays the subsystems with pull down menus.



WHATS NEW

Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Several functions of  
CERS, PERS, STM, and  
Utility are available on  
the web.

[WHATS NEW](#)[Exit](#)

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

[Exit](#)

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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC			
Quantity with Reserved Quota																	
Quota Makeup for Class															Work	Used	Standby

## ENROLL

Enter SSN		Enroll from Class to Class		Type Pri Search
SSN	Delete	Name		
Name				
POC for highlighted student				
Group Changes				

To navigate through STASS, you need to be familiar with the control buttons on the bottom of the form.

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue



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STM0110 - 1

## **Group Reservations**

05-APR-2000

A screenshot of the STASS software interface. At the top, there's a header with various fields like 'School', 'CIN', 'Short Title', 'FY', 'Seq', 'Sect', 'Cncl/Grad', 'Plan Cnv Dt', 'Plan Grad Dt', 'Actual Cnv Dt', 'Enrollment Qty', 'Standbys Used Qty', 'Sitins Used Qty', and 'Fairskare per UIC'. Below this is a table with rows for 'CDP' and 'CDP Work Ctr'. A green bar labeled 'Quantity with Reserved Quota' spans across some columns. A purple bar labeled 'Quota Makeup for Class' is above a section with 'Work', 'Used', and 'Standby' counts. A blue callout bubble in the center contains the text: 'Click "EQ" to clear the form or the current data field and place STASS in the "Enter Query" mode. Then place the cursor in the field you wish to query on and enter the selection criteria.' On the left, there's a button labeled 'Enter SS' and a 'LINK?' checkbox. At the bottom, there are fields for 'Name', 'Email address', and 'POC for highlighted student', along with a 'Group Changes' button.

Click “EQ” to clear the form or the current data field and place STASS in the “Enter Query” mode. Then place the cursor in the field you wish to query on and enter the selection criteria.

POC for highlighted student

Name \_\_\_\_\_

**ria** Email address

### Group Changes

**EQ**   **XQ** | **Cancel**

Edit

Commit

Info | Menu

**Exit**

Queue



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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC
CDP Work Ctr														Quantity with Reserved Quota

Quota Makeup for Class			Work	Used	Standby

## ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

Graduate a Class

Update Student Diaries

Click “XQ” to run  
your query.

SSN	Name	Phone	E-mail address	Work Center	Quota Filled	LINK?

POC for highlighted student

Name

Phone

E-mail address

Group Changes

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit

&lt;

&gt;

Home



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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC		
[Yellow]	[Grey]	[Blue]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Grey]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]		
Quantity with Reserved Quota													[Yellow]			
Quota Makeup for Class													[Yellow]	Work	Used	Standby
[Yellow]													[Yellow]	[Yellow]	[Yellow]	[Yellow]
ENRO													Enter a Class	Transition Zero Class	Student Load/Qtys	
[Yellow]													Class	Update Student Diaries		
[Yellow]													Description	Work Center	Quota Filled	LINK?
[Yellow]													[Yellow]	[Yellow]	[Yellow]	[Yellow]
[Yellow]													[Yellow]	[Yellow]	[Yellow]	[Yellow]
[Yellow]													[Yellow]	[Yellow]	[Yellow]	[Yellow]
Name													Phone	E-mail address		
POC for highlighted student																Group Changes

Before executing a query, “Cancel” clears the current block and takes you out of the Query mode.

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit



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STM0110 - 1

## **Group Reservations**

05-APR-2000

In “View Only” mode, “Edit” brings up a dialogue box which displays all data from the field in which the cursor is positioned.

The screenshot shows a software interface for managing student enrollment data. The top section displays a grid of fields for CDP, School, Short Title, FY, Seq, Sect, Cncl/Grad, Plan Cnv Dt, Plan Grad Dt, Actual Cnv Dt, Enrollment Qty, Standbys Used Qty, Sitins Used Qty, and Falsistake per UIC. Below this is a row for CDP Work Ctr and Quantity with Reserved Quota. A large blue callout bubble in the center-left contains the text: "In ‘View Only’ mode, ‘Edit’ brings up a dialogue box which displays all data from the field in which the cursor is positioned." To the right of the callout are sections for Quota Makeup for Class, Work Center Used Stndby, Transition Zero Class, Update Student Diaries, Student Load/Qtys, and a checkbox for LINK?.

EQ | XQ | Cancel

Edit

Commit

Info | Menu

Exit

## Queue

Exit



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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC	
Quantity with Reserved Quota															
CDP Work Ctr															

Quota Makeup for Class

Work Used Stndby

## ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

SSN Delete Nam

“Commit” updates the data and is required to save most changes.

Work Center Quota Filled

LINK

Name

E-mail address

POC for highlighted student

Group Changes

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit

&lt;

&gt;

Home



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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used Qty	Sitins Used Qty	Fairshare per UIC
?							?							
CDP Work Ctr														Quantity with Reserved Quota

Quota Makeup for Class

Work Used Standby

ENROLL

Enter SSN

Enroll from Class to

SSN Delete Name

Name

POC for highlighted student

Group Changes

“Info” displays a popup screen with information about the selected data.  
(i.e., who created/date created for the field where the cursor resides.)

EQ XQ Cancel

Edit

Commit

Info

Menu

Exit

Queue

Exit



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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC
	?						?							
CDP Work Ctr														

Quantity with Reserved Quota

Quota Makeup for Class

Work Used Standby



## ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

Graduate a Class

Update Student Diaries

SSN	Delete	Name	Type	Primary Seat	UIC	Gndr	Service Category	Term of	LINK

“Menu” returns user  
to the Main Menu.

Name

Phone

E-mail

POC for highlighted student

Group Changes

EQ XQ Cancel

Edit

Commit

Info

Menu

Exit

Queue

Exit

&lt;

&gt;

Home

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STM0110 - 1

## Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used	Sitins Qty Used	Fairshare per UIC
[Yellow]	[Purple]	[Blue]		[Yellow]	[Yellow]	[Yellow]	[Grey]	[Green]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]
Quantity with Reserved Quota													[Green]	
Quota Makeup for Class													[Yellow]	

## ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

Graduate a Class

Update Student Diaries

SSN

Delete

Type Primary  
Seat

UIC

Gndr

Service  
CategoryTerm of  
Enlist

Rate

PG

Category /Description

Work Center

Quota Filled

LINK

Name

POC for highlighted student

Group Changes

“Exit” or “OK” takes user to previous menu or form.

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit

&lt;

&gt;

Home

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STM0110 - 1

05-APR-2000

Help is currently  
being developed  
for the STASS  
Web.

CDP	School owns	CIN	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Used Qty	Sitins Used Qty	Fairshare per UIC
CDP Work Ctr								
					Quantity with Reserved Quota			
					Work	Used	Standby	

Quota Makeup for Class

Work Used Standby

## ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

Graduate a Class

Update Student Diaries

SSN	Delete	Name	Type	Primary Seat	UIC	Gndr	Service Category	Term of Enlist	Rate	PG	Category /Description	Work Center	Quota Filled	LINKE

Name

Phone

E-mail address

POC for highlighted student

Name

Phone

E-mail address

Group Changes

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit

&lt;

&gt;

Home

Standard Training A

EDU

Start by clicking on  
one of the menu  
bar topics. Let's  
use "STM."

Now, let's look at  
creating a printed  
Report.



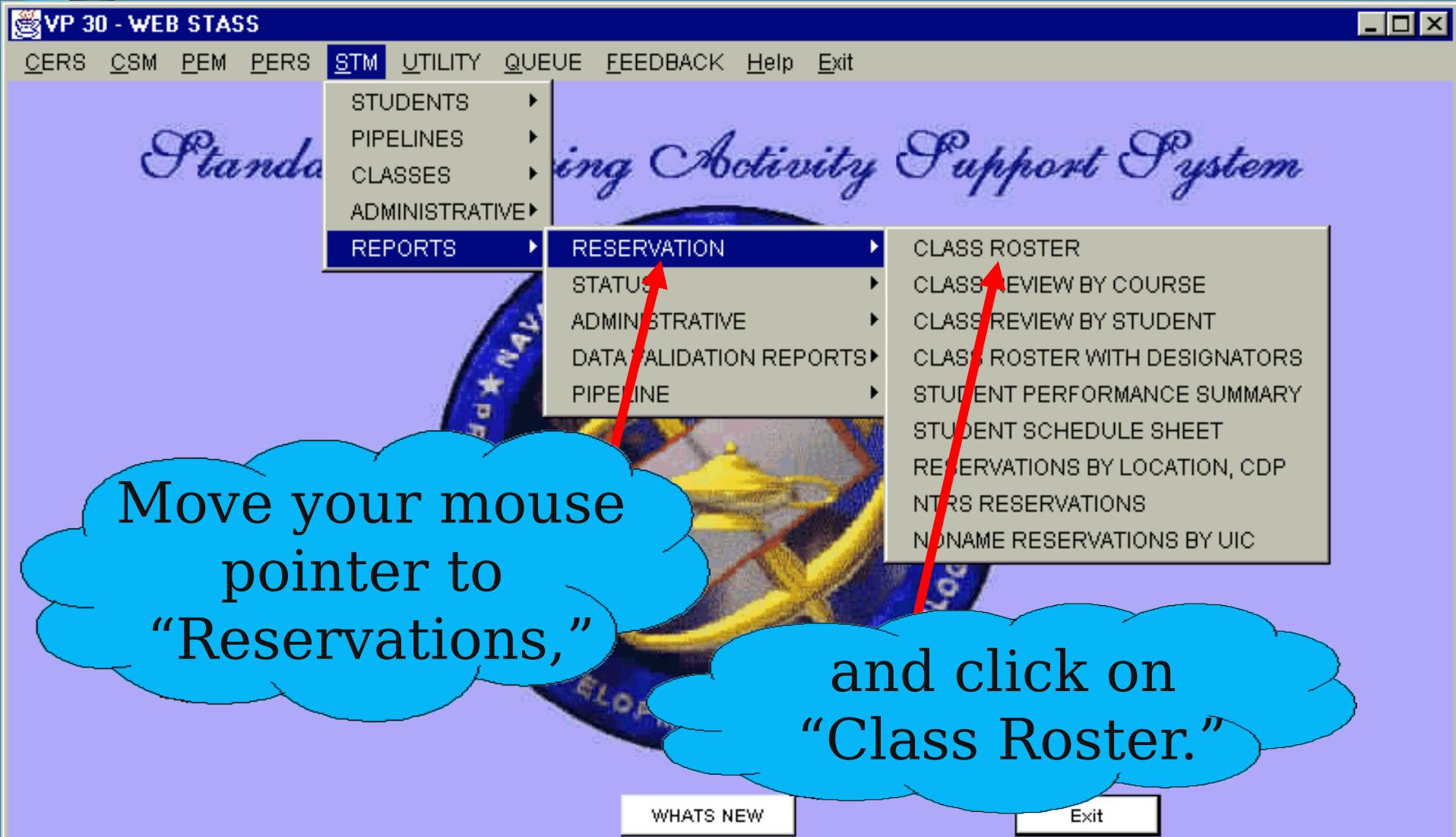
WHATS NEW

Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Exit





1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Exit





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UTL4310 - 1

## Report Submission and Parameter Entry

04-APR-2000

Name: STM0910R

Report Title:

Required	Max Selections	Parameter Description	Value	?
<input checked="" type="checkbox"/>	6	FIELD TO USE AS CATEGORIES		
<input checked="" type="checkbox"/>	1	PRINT ABBREVIATED REPORT	Y	?
<input checked="" type="checkbox"/>	1	PRINT ACTIVITY OR CATEGORY	CATEGORY	?
<input checked="" type="checkbox"/>	1	INCLUDE SSN ON THIS REPORT?	YES	?
<input checked="" type="checkbox"/>	1	INCLUDE POC ON THIS REPORT?	NO	?
<input checked="" type="checkbox"/>	1	INCLUDE GRADUATED CLASSES?	NO	?
<input checked="" type="checkbox"/>	1	INCLUDE CANCELLED CLASSES?	NO	?
<input checked="" type="checkbox"/>	1	DISPLAY ENROLLMENTS ONLY?	NO	?
<input checked="" type="checkbox"/>	1	SORT ORDER	1	?

A report parameter form,  
similar to this one, will  
display,  
allowing you to request  
exactly  
what you need.

**E0 X0 Cancel****Edit Dup Ins Del Clr****Submit Info Menu****Exit Queue**



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UTL4310 - 1

## Report Submission and Parameter Entry

04-APR-2000

Name: STM0910R

Clicking the “Submit” button will return your report in an Adobe Acrobat format.

Required	Max Selections	Param		
Y	6	CDP		
Y	1	CLASS		
Y	6	DEPART		
	1	BEGINNING DATE RANGE		
	1	ENDING DATE RANGE		
	1	FIELD TO USE FOR DATE RANGE		
	1	PRINT ABBREVIATED REPORT	Y	?
	1	PRINT ACTIVITY OR CATEGORY	CATEGORY	?
Y	1	INCLUDE SSN ON THIS REPORT?	YES	?
Y	1	INCLUDE POC ON THIS REPORT?	NO	?
Y	1	INCLUDE GRADUATED CLASSES?	NO	?
Y	1	INCLUDE CANCELLED CLASSES?	NO	?
Y	1	DISPLAY ENROLLMENTS ONLY?	NO	?
	1	SORT ORDER	1	?

EQ XQ Cancel

Edit Dup Ins Del Clr

Submit Info Menu

Exit Queue



# Points To Remember

- Don't run a 'blind query.' This simply means, don't press the F8 function key or the 'XQ' button without entering some sort of criteria by which to filter the database. If a 'blind query' is run, it could take a LONG time to return the results.
  - If you have questions, refer to STASS Help or call your STASS POC.
  - The gray bar across the bottom of the screen displays the form's status (i.e., execute query-working query mode-enter query)

# Helpful Hints

- I If you're a “shortcut key” user, try these:
  - F7 - same as EQ
  - F8 - same as XQ 
  - F9 - same as List of Values
  - F10 – same as Commit
  - % - Wildcard for Query

# Summary

1. Presently, some functions of CERS, PERS, STM, and Utility are available to Web users.
2. Execute a query by entering data into a desired field and clicking the “XQ” button.
3. The Reports section for each subsystem is for defining and accessing printed reports.

*Now that you've seen how easy  
it is...*

## *Get Started!*

If you run into any difficulties or need help navigating through the system, please contact us at one of the following numbers:

Setup and Connection Assistance:

Comm (850) 452-1001 ext 1203  
DSN 922-1001 ext. 1203

Training and Access:

Comm (850) 452-1001 ext. 1315, 1207,  
1154, 1B15N 922-1001 ext. 1315, 1207, 1154, :